

5 SEP 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)  
SUBJECT : SRD Work Measurement Data

1. Attached is a copy of the SRD Work Measurement Statistical Report for FY 1975 covering the period through 31 August 1974.

2. Examination of the statistics shows the only notable increase took place in the Indices Section. This is a result of the purging of large groups of index cards. The significant decrease in microfiche activities resulted from the reduction of the number of persons assigned to that activity and the filming of vital materials deposits for the Office of Security. Other activities show relatively insignificant trends.

3. The Office of Security Case Controls and Reports (OSCCAR) project remained on schedule during August. Input data was coded from actual case materials. This data was sufficient to test most of the transactions which will be required to make the project operational, and it constitutes the skeleton of a data base. Required new forms arrived. Field Offices have been provided basic information about the project, and instructions concerning their procedures. On 29 August, [redacted] to explain procedural changes in the handling of NAC's.

STATINTL

4. CD/1 and CD/2 cases which left SRD on 30 August were entered into the computer. Unless there are unexpected problems, all CD/1 and CD/2 cases should be in the system by the end of September 1974.

STATINTL

*br*  
[redacted]  
Chief,  
Security Records Division

Attachment

cc: C/PPB

UNCLASSIFIED INTERNAL  
USE ONLY CONFIDENTIAL

SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

SRD Work Measurement Data

FROM:

STATINTL

EXTENSION

NO.

DATE

5 September 1974

TO: (Officer designation, room number, and building)

DATE  
RECEIVED FORWARDEROFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Chief, PPB

5 Sep 74 WB

2.

11 Sep 74 EW

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STATINTL

MEE 51 5 JES